

CITY OF MILWAUKIE

CLASSIFICATION: ACCOUNTANT

Department: Finance

FLSA Status: Nonexempt

Pay Grade: 63

Union Representation: AFSCME

CLASSIFICATION SUMMARY:

Performs technical and professional accounting work in maintaining the fiscal records and systems of the City. Maintains financial ledgers and records for the City according to generally accepted accounting principles. Provides back up for accounts payable, payroll, utility billing and business licenses. May review work prepared by Accounting Technicians for purposes of internal control and policy compliance. This position may also have responsibility for a program area such as accounts receivable. This classification is distinct from the Accounting Technician classification by the complexity of accounting principles and practices. This position reports to the Assistant Finance Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Reconciles and balances general ledger accounts to the various subsystems; assures expenditures and receipts are accounted for properly; corrects miscoding and adjusts individual accounts; assures internal controls of subsystems are operating properly; maintains and adjust financial subsystem as needed.
2. Maintains monthly, quarterly, and yearly reconciliation of the various general ledger accounts. Verifies accuracy and completeness of the general ledger.
3. Designs and develops spreadsheets for various reports.
4. Participates in the year end closing; prepares schedules; obtains information for and provides assistance to external auditors, as needed; reconciles accounts for proper reporting; prepares audit work papers.
5. Monitors and reconciles the City's bank accounts.
6. Performs accounting studies; analyzes data; makes recommendations based on findings; prepares correspondence and technical accounting reports.
7. Prepares and reconciles bank deposits, recounts cash drawer, and reconciles any differences.
8. Prepares, creates, approves, enters, and reviews journal entries.
9. Responds to variety of departmental and public requests for information; researches and provides requested information or service.
10. Maintains varied and complex records associated with accounting functions such as accounts receivable. Audits financial records for accuracy, posts and reconciles journals, and registers logs and other records on a daily or periodic basis. Resolves discrepancies of a routine and non-routine nature.
11. Provides backup to utility billing, payroll, and accounts payable. Assists with cash posting of water receivables, preparing delinquent notices, and counting cash drawer as needed.
12. Covers at the main reception area as needed.
13. Maintains positive public relations with customers and is responsive to customer needs.

ACCOUNTANT

14. Develops safe work habits and contributes to the safety of self, co-workers, and the general public.
15. Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Governmental accounting principles, practices, methods, and procedures.
- Governmental auditing procedures and budgeting principles.
- Billing procedures, journal entries, reconciliation process.
- Computer applications and uses for accounting activities.
- Accounting systems.
- Office procedures.

Skills and Abilities to:

- Accurately classify, maintain and reconcile general ledger accounts.
- Compile and prepare clear reports of a technical nature and their summaries.
- Provide technical support in the area of accounting to departments.
- Create spreadsheets and complete arithmetical computations.
- Resolve accounting issues and discrepancies.
- Establish and maintain effective working relationships.
- Work as a team member.
- Perform the essential functions of the job.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Bachelor's degree from an accredited college or university with a degree in accounting or business administration, or closely related field including advanced government accounting coursework.
- Three years of progressively responsible experience in accounting.

Licensing/Special Requirements:

- Must be able to pass the department's security clearance standards.
- Requires the possession of a valid driver's license or an acceptable alternative method of transportation that allows the incumbent to perform the duties of the position.

ACCOUNTANT

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base and specialized accounting applications, calculators, and telephones.

Supervision:

- This is not a supervisory classification.
- Operates under the general direction and supervision of the Assistant Finance Director.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed in office settings with extensive sedentary work at a computer workstation.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Adopted: 7/1998

Revised: 11/04; 4/15; 10/21 (format)